



**U.S. DEPARTMENT OF STATE**

*U.S. EMBASSY TEL AVIV, ISRAEL*

June 18, 2014

**MINUTES FROM PRE-PROPOSAL CONFERENCE OF June 16, 2014**

**Introduction**

Supervisory General Services Office – Andrew Sisk -- welcomed all attendees and introduced the following:

1. Mr. Hanan Stern – Procurement Supervisor;
2. Mr. Gai Stier - Contracting Officer's Representative (COR); and
3. Ms. Julia Shkolnik – Procurement Agent

The S/GSO thanked all attendees for coming and expressed his hope to have a fruitful and mutually beneficial working relationship.

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

1. Proposal due date, time, and delivery requirements were specified;
2. Confirmation that no offers will be considered that do not meet the deadline and submission requirements;
3. Scope of Work (SOW) was re-read; emphasizing the time frame of the contract being 1 (one) year with 4 (four) option years. It was emphasized that the implementation of the option year would be solely the prerogative of the US Government.
4. Importance of providing proof of quality assurance plan that portrays the vendor's ability to perform the work at the highest possible standard, along with proof of insurance, financial information and relevant references from past and current clientele.
5. The ordering process was discussed at length, highlighting the types of travel services relevant to this contract. It was emphasized that it is for official travel only. Nevertheless, personal travel services may also be required but will have no bearing on the solicitation outcome. Ability to issue E-tickets and compliance with the Fly American Act whenever possible are requisite and necessary to this contract.
6. The solicitation will be amended to reflect the following:
  - Part 3.0 of Section 4 of the solicitation will have the estimated quantity of annual estimate number of transactions revised as it was discovered that this estimate needs to reflect estimate # of tickets issued rather than Dockets issued.
  - Part 2.3 of section 1 of the solicitation has the VAT clause changed to reflect the fact that VAT will be charged as a separate line item on transaction fee charges.
7. Reviewed Section 4 – Evaluation Factors. It was noted that the US Government will award the contract to the technically acceptable lowest price offeror.

8. Reviewed Section 5 – Representations and Certifications – This section was explained in detail and it was emphasized to all that the certifications need to be signed and certified as part of the proposals.
9. It was emphasized that all questions that might arise prior to submission of the proposal need to be sent in writing to the Contracting Officer, Mr. Myron Hirniak. Answers will be posted on the Embassy website.
10. FAR 52.222-50, combating trafficking in Persons, was discussed. It was emphasized that if awarded the contract the contractor must help prevent this from occurring.

## **Questions**

The attached questions were asked and answered during the conference

## **Conclusion**

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,

Chanan Stern  
Contracting Specialist